



Writing Self Assessments

Human Resources
December 14, 2016

What is a Performance Review?

- The assessment and review of an employee's job performance (also known as performance evaluation, appraisal, assessment)
- The City of Centennial has instituted a process where employees will be formally evaluated on the prior year's performance annually

Elements of a Quality Self Assessment

- Performance specific
 - Quantifiable
 - Observable
- Thorough
 - Address each competency category and objective with comments (required for Inconsistently Met or Exceeds Expectations ratings)
- Relevant to a period of time
 - Covers the entire period, not just recent history

General Suggestions

- Avoid feedback that is subject to recency: relevant to a specific assignment or recent history. It should reflect the whole review period.
- Adjectives such as “great,” “good” and “a lot” are very subjective.
- Try to use measurable objectives such as: “Have demonstrated (strength) via coordinating X project” or “met all objectives before deadline, including...”
- Make sure that you have a record of personal accomplishments, projects led, objectives met, strengths used, etc.
- Include factual evidence to support your accomplishments

Strengths

Gallup:

We define *strengths* as an individual's ability to consistently provide near-perfect performance in a specific task. We have consistently found that when employees know and use their strengths, the effect on individuals, teams, and organizational performance is spectacular.

1. What strengths support any trend of your success and improvements?
2. What strengths did you engage in the competency?
3. What actions and timeframes supported you in your accomplishments – including gaining new strengths necessary for your success?

ReviewSnap

- Log into [ReviewSnap](#)
- Next, go to the Manage Reviews/Manage Employees page and select your name
- Click on the Create or Complete a Review link
- Next, select the correct review period and click Continue
- Next, select the correct template and click Continue
- Lastly, look over the information selected and click Continue to begin the review

ReviewSnap

The screenshot displays the ReviewSnap web application interface. The browser address bar shows the URL: <https://www.reviewsnap.com/MyAccount.cfm?action=ManageUsers>. The page features the Centennial logo and a navigation menu with tabs for Administration, Review Process, Review Setup, and Reporting. The Review Process tab is active, showing options like Manage Reviews, Add Individual Employee, Import Employees, Import Signatures, Import Photos, View Deactivated Users, and Export Review PDFs. A callout box labeled "Create a Review" points to the "Create or Complete a Review" link. Another callout box labeled "Select Yourself" points to the "Krauland, Rebecca" dropdown menu. Below the dropdown, a user profile card for Rebecca Krauland is displayed, including her email address, location, job title, department, manager(s), and hire date.

Performance Management x

<https://www.reviewsnap.com/MyAccount.cfm?action=ManageUsers>

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Welcome Rebecca Krauland

My Account Dashboard Split Screen Announcements Logout

Administration Review Process Review Setup Reporting

Manage Employees Compensation Dashboard Manage eSignatures 360 Degree Surveys Create Journal Entries Discussions Manage Review Templates

Manage Reviews Add Individual Employee Import Employees Import Signatures Import Photos View Deactivated Users Export Review PDFs

Create or Complete a Review

Create/View Journal Entries

Manage Goals

Manage Review Periods

Manage 360 Degree Surveys

Update Employee Information

Send Passwords

Send Review Notifications

Krauland, Rebecca

REBECCA KRAULAND

Email Address: rkrauland@centennialco.gov

Location: Civic Center

Job Title: Human Resources Generalist

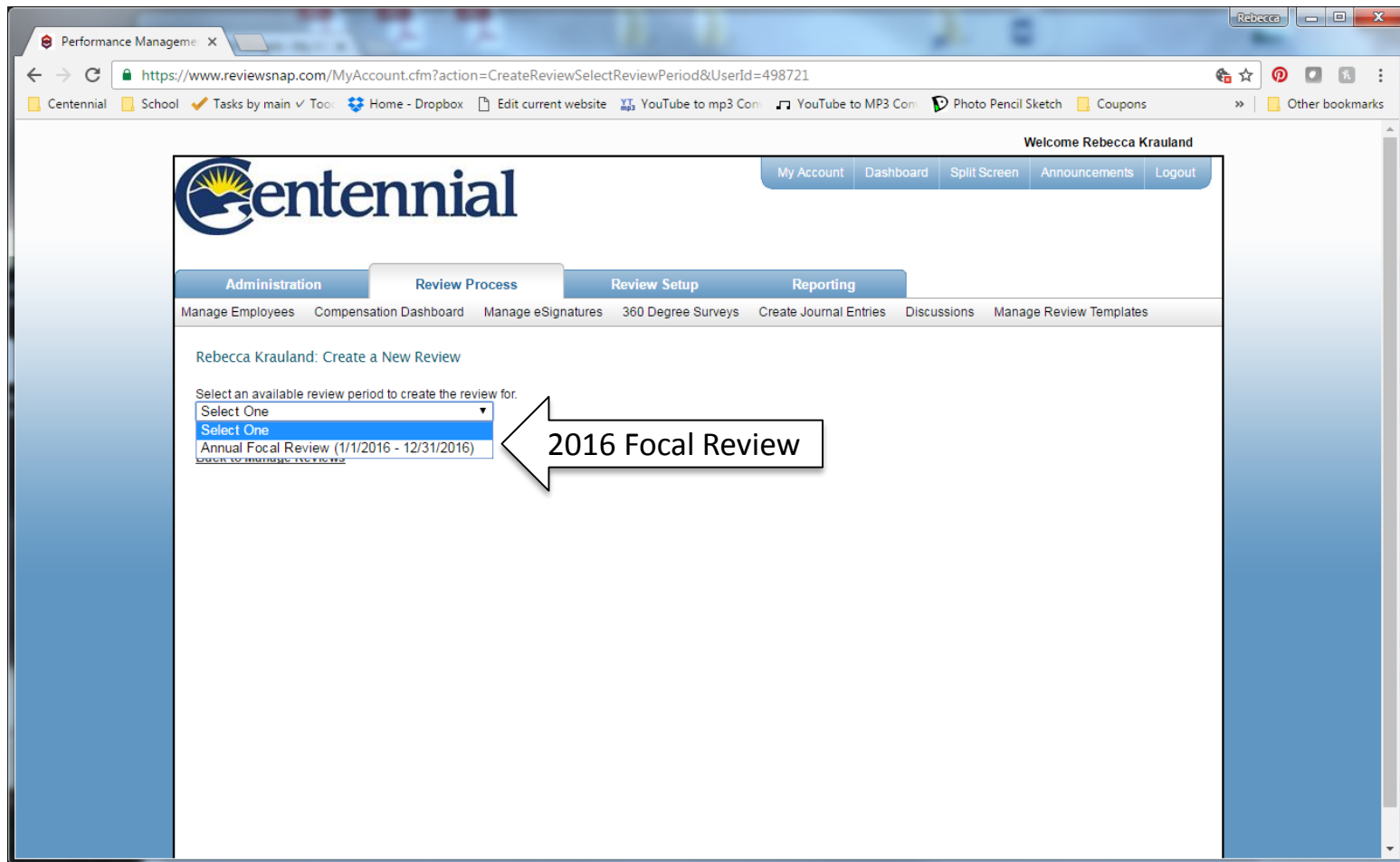
Department: Human Resources

Manager(s): Paula Gibson

Hire Date: 5/16/2016

<https://www.reviewsnap.com/MyAccount.cfm?action=CreateReviewSelectReviewPeriod&UserId=498721>

ReviewSnap



ReviewSnap

The screenshot displays the ReviewSnap web application interface. The browser address bar shows the URL: <https://www.reviewsnap.com/MyAccount.cfm?action=CreateReviewSelectTemplate&UserReviewPeriodId=3311439>. The page header includes the Centennial logo and a navigation bar with links: My Account, Dashboard, Split Screen, Announcements, and Logout. Below the header, there are tabs for Administration, Review Process (selected), Review Setup, and Reporting. Under the Review Process tab, there are links: Manage Employees, Compensation Dashboard, Manage eSignatures, 360 Degree Surveys, Create Journal Entries, Discussions, and Manage Review Templates. The main content area is titled "Rebecca Krauland: Select a Template" and contains a dropdown menu labeled "Select a template to create this review from:". The dropdown menu is open, showing three options: "Select One", "CoC Annual Evaluation Template - Individual Contributor", and "CoC Annual Evaluation Template - Manager". A callout box points to the "CoC Annual Evaluation Template - Individual Contributor" option with the text: "If you do not have direct reports, select the Individual Contributor template". Below the main content area, there is a confirmation dialog box from "www.reviewsnap.com" asking: "Are you sure this is the Template you want to use for this review?". The dialog box has "OK" and "Cancel" buttons. A callout box points to the "OK" button with the text: "You may get a notice to confirm the template you've selected – Hit OK".

Performance Management x

https://www.reviewsnap.com/MyAccount.cfm?action=CreateReviewSelectTemplate&UserReviewPeriodId=3311439

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Welcome Rebecca Krauland

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Rebecca Krauland: Select a Template

Select a template to create this review from:

Select One

Select One

CoC Annual Evaluation Template - Individual Contributor

CoC Annual Evaluation Template - Manager

If you do not have direct reports, select the Individual Contributor template

www.reviewsnap.com says:

Are you sure this is the Template you want to use for this review?

OK Cancel

You may get a notice to confirm the template you've selected – Hit OK

ReviewSnap

The screenshot shows a web browser window with the URL <https://www.reviewsnap.com/MyAccount.cfm?action=CreateReviewViewSelections&TemplateId=22319>. The page features the Centennial logo and a navigation bar with links: My Account, Dashboard, Split Screen, Announcements, and Logout. Below this is a sub-navigation bar with tabs: Administration, Review Process (selected), Review Setup, and Reporting. Under the Review Process tab, there are links: Manage Employees, Compensation Dashboard, Manage eSignatures, 360 Degree Surveys, Create Journal Entries, Discussions, and Manage Review Templates. The main content area is titled 'Review Your Selections' and contains the following text: 'Review the information you have selected. Once you proceed past this step, you will not be able to change template for this review period.' Below this text, the following information is displayed: Employee: Krauland, Rebecca (rkrauland@centennialco.gov), Review Period: 1/1/2016 - 12/31/2016, and Template Name: CoC Annual Evaluation Template - Individual Contributor. At the bottom of this section are three buttons: Continue, Cancel, and Print Blank Evaluation Form.

Performance Manage x

Rebecca

← → ↻ <https://www.reviewsnap.com/MyAccount.cfm?action=CreateReviewViewSelections&TemplateId=22319> ☆

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Administration Review Process Review Setup Reporting

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Review Your Selections

Review the information you have selected. Once you proceed past this step, you will not be able to change template for this review period.

Employee: Krauland, Rebecca (rkrauland@centennialco.gov)
Review Period: 1/1/2016 - 12/31/2016
Template Name: CoC Annual Evaluation Template - Individual Contributor

Continue Cancel Print Blank Evaluation Form

Review the information you have selected. Once you proceed past this step, you will not be able to change template for this review period.

ReviewSnap

Performance Management X

https://www.reviewsnap.com/MyAccount.cfm?action=CreateReviewAnswerCompetencies&Group=1

Rebecca Krauland

Welcome Rebecca Krauland

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Administration Review Process Review Setup Reporting

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Rebecca Krauland: Competencies

Functional/Technical Skills

Scale Legend

Inconsistently Met Expectations (IME): Did not meet assigned objectives or delivered inconsistent results. Needs development in competencies critical to the role.

Met Expectations (ME): Met all goals and may have exceeded some, delivering consistently on what was asked. Demonstrated solid capabilities in most or all competencies.

Exceeded Expectations (EE): Exceeded all expectations during the review period, consistently delivering a superior work product and going above and beyond what was asked. Demonstrated advanced capability in most competencies.

Competency Description	IME	ME	EE
<ul style="list-style-type: none"> Understands the duties and responsibilities of the position Possesses the technical skills and knowledge to perform the job 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments/Suggestions:

Comment Suggestions

☒ All Competencies have been filled-out.

Select a rating and include comments for each competency and goal. Save along the way. When you are done, finalize the review. It will then route to your manager.

ReviewSnap

Performance Management X

https://www.reviewsnap.com/MyAccount.cfm?action=CreateReviewAnswerGoals

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Rebecca Krauland: Review of Progress in Meeting Goals

Scale Legend

Inconsistently Met Expectations (IME): Did not meet assigned objectives or delivered inconsistent results. Needs development in competencies critical to the role.

Met Expectations (ME): Met all goals and may have exceeded some, delivering consistently on what was asked. Demonstrated solid capabilities in most or all competencies.

Exceeded Expectations (EE): Exceeded all expectations during the review period, consistently delivering a superior work product and going above and beyond what was asked. Demonstrated advanced capability in most competencies.

Goal #1

Goal Description	Weight	IME	ME	EE
Research, identify, and implement a cost effective organizational chart solution by the end of Q3.	20%	Update	<input type="radio"/>	<input type="radio"/>

Comments:

Goal #2

Goal #3

Goal #4

Goal #5

✓ = All Goals have been filled-out.

Previous Next Save Only Save and Exit

Select a rating and include comments for each competency and goal. Save along the way. When you are done, finalize the review. It will then route to your manager.

Goals

- Goals should follow the SMART guidelines:
 - **S:** Specific, Significant
 - **M:** Measureable, Meaningful
 - **A:** Attainable, Achievable, Agreed Upon
 - **R:** Realistic, Reasonable
 - **T:** Timely, Trackable
- Your comments regarding your goals should follow these aspects as well

Writing Comments

- Use measurable objectives & achievements
- Use factual evidence to support your statements
- Stay focused on the objective being reviewed

Goals are ***what*** you do

Competencies are ***how*** you do it

Let's Practice!

Goals

- Everyone should have goals unique to your jobs
- Write about your strengths & achievements:
 - Did you achieve your goal?
 - What was the timeframe you achieved your goal?
 - What were note-worthy accomplishments or strengths used in your achievement?

Let's Practice!

Functional/Technical Skills

- Understands the duties and responsibilities of the position
- Possesses the technical skills and knowledge to perform the job

What key phrases from your strengths show how you met this competency?

Let's Practice!

Personal Attributes

- Demonstrates honesty and trustworthiness
- Practices professionalism and accountability
- Is customer focused
- Owns City issues / displays a can-do attitude
- Takes action
- Generates optimism and energy
- Displays self-awareness

Let's Practice!

Teamwork Skills

- Participates in peer relationships
- Flexible in various roles (many hats)
- Seeks input
- Responsible for carrying their own load on the team
- Strives to cooperate with and adds value to the team

Let's Practice!

Innovation

- Demonstrates strategic agility (forward thinking)
- Is willing to take appropriate risks
- Seeks to improve service
- Is open to possibilities
- Expresses creativity and out-of-the-box thinking
- Uses mistakes as an opportunity to learn

Let's Practice!

Problem Solving / Decision Making / Use of Resources

- Delivers Results
- Optimizes resources (time, money, and staff)
- Executes timely problem solving
- Handles ambiguity with ease
- Recognizes priorities
- Exercises good judgment with limited information

Let's Practice!

Communication Skills

- Communicates effectively in writing and orally
- Delivers clear, concise, and logical presentations
- Sees and understands the big picture
- Shows respect for differing opinions in resolving conflicts
- Encourages professional interactions
- Contributes value to discussions
- Receptive to setbacks and constructive criticism
- Demonstrates good listening skills

Let's Practice!

Managerial / Supervisory

- Is open and approachable to direct reports
- Adept at delegating, managing, and measuring work
- Develops, motivates, and timely evaluates staff
- Consistently provides positive reinforcement and recognition
- Is seen by others as a role model
- Respected by peers and team
- Tackles tough people calls

Let's Practice!

Leadership

- Demonstrates awareness of the City's political landscape
- Applies organizational courage
- Practices conflict management
- Organizational agility (understands how the organization works, its culture and practice)

Questions?

Please see Paula or Rebecca

Remember: Self-Evaluations are due
December 31st!